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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**May 1 – May 31, 2006**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Philip Ingram, CO**

**Under Contract 68-R9-01-01**

**Submitted  
by**



6303 Ivy Lane, Suite 130  
Greenbelt, MD 20770  
(301) 837-5500

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**EPA Contract No. 68-R9-01-01**  
**Superfund Records Management Support, Region 9**

**Monthly Report**  
**May 2006**

**TOAM:** Elaine Chan  
**TOM:** Patrick Gookin

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Task Order**

The monthly report was submitted to the TOAM on May 1.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on May 12.

The Records Center Performance Measurement Reports were submitted to the TOAM on May 3.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on May 23.

At the request of the TOAM, 28 items of excess government-owned assets were returned to the EPA Facilities Department. Inventory included obsolete or broken electronics and software, and excess furniture. The property inventory database was updated to reflect these changes.

**Future Activities**

Monthly technical and financial reports will be delivered to the TOAM by the 10<sup>th</sup> of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

**1.2 Close-Out of the Task Order**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

## **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

### **2.1 Organizing and Indexing**

Staff indexed 3,007 documents and edited 3,393 index records in the Superfund Document Management System 2 (SDMS2) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

APRA HARBOR NAVAL COMPLEX  
GREY EAGLE MINE  
MAKUA MILITARY RESERVATION ORDNANCE DISPOSAL  
NAVAL SUPPLY CENTER PT MOLATE  
SIERRA ARMY DEPOT

The site assessment Librarian IV received 11 lft. of new documents, of which 3.2 lft. were federal facilities documents, and processed 23 new sites. In addition, .1 lft. of NPL Docket material were received.

In May, staff met with EPA staff to discuss indexing requirements for the Frontier Fertilizer, Northeast Churchrock Mine, and United Heckathorn sites, and to discuss the status of the Leaking Underground Storage Tank (LUST) Indian Country Project.

At the request of the TOAM, on May 19 the TOM submitted the second quarter FY 2006 SDMS Survey to the national EPA SDMS Project Manager.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS2 database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

100.4 lft. of documents were collected from 75 Hawthorne. A total of 15 Transfer of Records forms was processed.

21.5 lft. of documents were retrieved from off-site storage at the FRC.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on May 17. The Contracts On-Site Box Storage Report was updated on May 3, 9, 18, and 30.

#### **Future Activities**

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

## **2.3 Scanning**

SDMS Team members scanned and quality assured 3,015 documents (37,874 pages) during May.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, logged, and indexed 1 SCAP accomplishment document during the month.

### **Future Activities**

Staff will continue to collect and index SCAP accomplishment documents.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Eleven Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program, or Enforcement Final copy:

APACHE POWDER CO, OU 01 (SSID 09C6)  
INDIAN BEND WASH AREA, OU 01 (SSID 0920)  
PYRAMID LAKE OIL SPILL, OU 00 (SSID Z9AA)  
SAN GABRIEL VALLEY (AREAS 1-4) - WHITTIER-NARROWS, OU 02 (SSID 09M4)  
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - BURBANK UNIT, OU 03 (SSID 09L6)  
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - GLENDALE NORTH (SSID 091G, 09N2)  
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - GLENDALE SOUTH (SSID 09N2)  
SELMA TREATING CO, OU 00 (SSID 0944)  
TUCSON INTERNATIONAL AIRPORT AREA - HUGHES/TUCSON AIRPORT, OU 03 (SSID 0909)  
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA), OU 01 (SSID 096Y)  
WESTINGHOUSE ELECTRIC CORP (SUNNYVALE), OU 01 (SSID 0997)

The Cost Package Documentation Index was updated on May 3, 9, 18 and 30.

Cost Recovery Department staff scanned 64 documents into the SCORPIOS system. Total scanning hours: 7.6.

### **Future Activities**

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

## **2.6 Recycling and Shredding**

At the request of EPA staff, staff shredded/recycled 1.5 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

### **Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production**

Staff processed 105 requests for documents, performed 591 database searches in SDMS2, and provided 5,092 documents for EPA staff and other requesters.

Fifty-three indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 4 and May 3 respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

### **3.1 Freedom of Information Act (FOIA)**

Staff provided 14.6 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 10 requests.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

### **3.2 Photocopy and Redaction Service**

Staff copied on-site a total of 11,224 non-FOIA-related pages for EPA and other requesters and sent approximately 3,582 pages off-site to a copy service. In addition, staff printed 194 pages from SDMS2.

#### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.3 CD-ROM Service**

Staff fulfilled 39 requests for documents on CD-ROMs. A total of 67,230 pages was copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

### **Future Activities**

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

### **Task 4: Administrative Records (ARs) and Special Collections Management**

The following ARs or special collections were compiled, copied, and sent to repositories in May:

American Samoa High School Labs Deux Removal AR, sent May 24

Omega Chemical Corporation Indoor Air Removal AR, sent May 26

San Gabriel Valley, South El Monte Operable Unit AR, Update 3, sent May 3

The Yolo County Library, Davis Branch was called for information, and the Repositories database was updated on May 25.

Work-performed compilations for the following sites were created or updated during the month:

MONTROSE CHEMICAL CORP, OUs 01 and 03 (SSID 0926)

RIO TINTO COPPER MINE, OU 01 (SSID 09BY)

SAN GABRIEL VALLEY (AREAS 1-4) - SO EL MONTE UNIT, OU 05 (SSID 094X)

TUCSON INTERNATIONAL AIRPORT AREA - HUGHES/TUCSON AIRPORT, OU 03 (SSID 0909)

### **Future Activities**

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

### **4.1 Microfilm and Electronic Media Management**

No activity occurred in this reporting period.

### **Future Activities**

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on May 24.

The TOM held a Managers/Supervisors meeting on 17.

The RIM IV/Assistant Manager held meetings with special projects staff on May 4 and 11.

The RIM IV/Circulation Department Supervisor held departmental meetings on May 2, 3, and 23.

The RIM IV/Head Indexer held departmental meetings on May 9 and 24.

The RIM IV/Computer Support Department Supervisor held a departmental meeting on May 15.

The TOM requested and received approval for purchase of Konica photocopier repair from Caltronics Business Systems on May 2, and Canon photocopier repair from IKON Office Solutions on May 24.



### **Future Activities**

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

### **Task 6: Training and Orientation**

At the request of the TOAM, Librarian IVs gave SDMS2 training to 5 EPA staff in March. Each was given a copy of the *SDMS2 User's Manual for EPA Staff*.

At the request of the TOAM, on May 5 a RIM IV gave new RPM Luis Garcia-Bakarich a tour of the Records Center, introduced him to services offered by the Circulation Department, and trained him on the use of various *Express Link* online request forms. Mr. Garcia-Bakarich was given a copy of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

### **Future Activities**

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on May 11.

Staff assisted 2 EPA staff persons with technical problems relating to SDMS2 during the month.

At the request of the TOAM, staff installed SDMS2 for 5 EPA staff members during the month.

In preparation for the national centralization of SDMS2, a RIM IV identified all Region 9 SDMS2 users, verified that all users exist in the EPA SIM-Tree, and assigned WorkForce IDs to all users not in the SIM-Tree. The RIM IV also compiled and forwarded to the national SDMS2 developers a set of Interconnectivity Planning Documents that describe all applications that link to the SDMS2 database. These utilities enhance productivity and assist in quality assurance, but are not part of SDMS2.

### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on May 17.

### **Future Activities**

At the request of the TOAM, the TOM and RIM IV/Assistant Manager will attend a national Superfund Records Managers/SDMS2 Workgroup meeting in New York City on June 6 and 7.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

Information Specialist III/Computer Support Specialist, Steve A. Hunt, Jr. began work on the contract on May 15.

The RIM IV/Assistant Manager and RIM IV/Head Indexer interviewed candidates for the open Librarian IV position. The successful candidate was Sarah Holm Norton, who will begin on the Task Order on July 3.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

The TOAM utilized *Express Link* Work Request forms to submit direction for 37 new projects. In addition, the TOAM submitted 11 requests for information or support in person, via telephone or E-mail.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
3,146	90.2 LFT	321.5 LFT

### Inventories

Records Surveyed	Year to Date
22.1 LFT	257 LFT

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	157.5 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
72	2	1	1	13	0	0	6	95

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM MAY 1 THROUGH MAY 28,  
WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

**SSID OU SITE NAME**

GN	00	AAD VERNON FACILITY SITE
16	01	AEROJET GENERAL CORP RANCHO CORDOVA
16	03	AEROJET GENERAL CORP RANCHO CORDOVA
16	05	AEROJET GENERAL CORP RANCHO CORDOVA
4Y	01	ALARK HARD CHROME
--	00	AMERICAN SAMOA HIGH SCHOOL LABS DEUX
C6	01	APACHE POWDER
35	01	ATLAS & COALINGA ASBESTOS JOHNS-MANVILLE
34	01	ATLAS ASBESTOS MINES
--	00	CA TECH TRADE & COMMERCE WOOD MILL REUSE
3H	01	CASMALIA RESOURCES
71	01	CASTLE AIR FORCE BASE
AQ	00	CENTRAL EUREKA MINES
--	00	CITY OF LYNWOOD
1N	01	COOPER DRUM
H4	01	CRAZY HORSE SAN LDFL
JT	00	CYPRUS TOHONO MINE
NR	00	DECH DRUMS
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
33	01	DEL NORTE PESTICIDE STORAGE
5F	00	DODSON BROTHERS OIL CO
--	01	DRESSER MINERALS GREYSTONE MINE
FS	00	EAGLE ARMY AIRFIELD
--	00	EAST PALO ALTO REVOLVING LOAN FUND PILOT
H6	01	EL TORO MARINE CORPS AIR STATION
--	00	EMERYVILLE EAST BAY GAIN
DF	00	ENVIROPUR/PRC
--	00	EUREKA OLD CARSON MILL FOUNDRY AREA
H7	01	FRESNO SANITARY LDFL
4R	01	FRONTIER FERTILIZER
CP	00	GREY EAGLE MINE
8M	00	HAMILTON AFB
B8	01	HASSAYAMPA LANDFILL
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
17	01	IRON MOUNTAIN MINE
F5	00	KAISER STEEL CORP
--	00	LA COUNTY WATTS CHILDCARE CTR
--	00	LAWSON ENTERPRISES INC
1A	00	LEVIATHAN MINE
1A	01	LEVIATHAN MINE
89	01	LORENTZ BARREL & DRUM CO
X8	02	LORENTZ BARREL & DRUM SHALLOW GW OU
--	00	LUST INDIAN COUNTRY PROJECT
8P	00	MARE ISLAND NAVAL SHIPYARD
65	01	MATHER AFB (AC&W DISPOSAL SITE)
41	01	MCCLELLAN AIR FORCE BASE
KM	00	MCCLEUR TAILINGS
04	01	MCCOLL

SSID	OU	SITE NAME
--	00	MCNARY BROWNFIELDS PROJECT
J4	01	MODESTO GROUNDWATER CONTAMINATION
26	01	MONTROSE CHEMICAL CORP
26	03	MONTROSE CHEMICAL CORP
CA	01	MONTROSE PV SHELF
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
1R	00	NAVAJO FOREST PRODUCTS INDUSTRIES
--	00	NAVAJO NATION URANIUM MINES
--	00	NAVAJO NATION URANIUM MINES (2)
05	01	NINETEENTH AVENUE LANDFILL
MZ	00	NORTHEAST CHURCHROCK MINE SITE
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
BC	03	OMEGA CHEMICAL CORP
58	01	OPERATING INDUSTRIES INC LNDFL
--	00	PACIFIC AEROSPACE SERVICES, INC
--	00	PERCHLORATE COLLECTION
19	01	PHOENIX GOODYEAR AIRPORT AREA
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
3M	00	PRECISION ANODIZING AND PLATING
--	00	PYRAMID LAKE OIL SPILL
DM	01	QPC (QUALITY PRINTED CIRCUITS )
--	00	RICHMOND REDEVELOPMENT AGENCY TERMINAL 1
BY	00	RIO TINTO COPPER MINE
--	00	SALT RIVER PIMA-MARICOPA INDIAN COMMUNIT
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	01	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N2	03	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
6S	01	SAN FERNANDO VALLEY VERDUGO OU
ES	01	SAN GABRIEL VALLEY ALHAMBRA OU
--	00	SAN GABRIEL VALLEY AZUSA IRWINDALE STUDY AREA OU
M5	01	SAN GABRIEL VALLEY BALDWIN PARK OU
7B	08	SAN GABRIEL VALLEY EL MONTE OU
7B	09	SAN GABRIEL VALLEY EL MONTE OU
--	00	SAN GABRIEL VALLEY MONROVIA OU
8V	04	SAN GABRIEL VALLEY PUENTE VALLEY OU
8V	05	SAN GABRIEL VALLEY PUENTE VALLEY OU
M2	03	SAN GABRIEL VALLEY RICHWOOD OU
4X	08	SAN GABRIEL VALLEY SOUTH EL MONTE OU
4X	09	SAN GABRIEL VALLEY SOUTH EL MONTE OU
4X	05	SAN GABRIEL VALLEY SOUTH EL MONTE OU
M4	02	SAN GABRIEL VALLEY WHITTIER NARROWS OU
44	00	SELMA TREATING CO
44	01	SELMA TREATING CO
--	01	SENATOR MINE
NJ	00	SHAHARALD MINE
80	01	SHARPE ARMY DEPOT
K2	01	SULPHUR BANK MERCURY MINE
--	00	SUNRISE MOUNTAIN LANDFILL

SSID	OU	SITE NAME
57	03	TAPUTIMU FARM
M1	01	TARP (TUCSON INTL AIRPORT AREA)
81	01	TH AGRICULTURE & NUTRITION CO
--	00	TORO CREEK SPILL
P3	01	TREASURE ISLAND NAVAL STATION HNT PT AN
09	03	TUCSON INTL AIRPORT AREA - HUGHES/TUCSON
6Y	00	TUCSON WEST CAP (TUCSON INTL AIRPORT AREA)
6Y	01	TUCSON WEST CAP (TUCSON INTL AIRPORT AREA)
9D	00	TUSTIN MARINE CORPS AIR STATION
--	00	UNION CITY GYM PROJECT
R3	01	UNITED HECKATHORN, RICHMOND
9X	01	VERDESE CARTER PARK
C1	01	WASTE DISPOSAL INC
97	01	WESTINGHOUSE ELECTRIC (SUNNYVALE PLANT)
--	00	WOODLAND OFFICE PARK SUITE
--	00	YUMA GISS PKY PROJECT